

# Disability Workplace Literacy Activity Worksheets

This is an accessible version of the WLA worksheets for use with a screen reader. This version is not intended to be used the person completing the Workplace Literacy Activity. It might be useful to a person administering the activity, if they have a vision impairment.

This activity should be administered as set out in the Disability Workplace Literacy Activity Guidelines.

There are 5 worksheet activities:

* Worksheet 1 - Find information
* Worksheet 2 - Complete an incident report
* Worksheet 3 - Follow instructions
* Worksheet 4 - Fill in a personal budget
* Worksheet 5 - Understand and fill in a timesheet

## Worksheet 1 Find information

Question 1: This medicine is best used before which date?

* 26 January 2011
* 30 June 2012
* 22 April 2012
* 12 May 2016

best before date shown on the back of medicine bottle 30 June 2012

Question 2: What time does the clinic open on Saturdays?

* 9.00 am
* 8.30 pm
* 11.30 pm

Image reads:
Clinic Opening Hours
Monday to Friday 8:30 am to 5:30 pm
Saturday 9:00 am to 11:30 am
Sunday and public holidays closed
Call 85822855 for appointments
After hours
River Doc's - Emergency Dept 24/7
and after hours GP clinic 
Call 8580 2842
A gap fee applies
Call 000 for immediate emergency help

Question 3: It takes 50 minutes to drive to the clinic from home. I have an appointment at 10.30 am. What time do I need to leave home?

Question 4: What is the meaning of this sign?

* Do not touch, hot liquid
* Danger, slippery floor
* Warning, dangerous chemicals

Triangular sign with a skull and crossbones inside and text below readin 'Toxic Hazard'

### Reading activity

Here is information about blood pressure. Read it and then answer the questions.

Blood pressure is the force of blood against the walls of the arteries in the heart. The picture shows a patient having his blood pressure checked. Blood pressure is a vital sign of life.

Question 5: Select an answer

Blood pressure is mainly concerned with which body part?

* The heart
* The brain
* The lungs

Question 6: Select an answer.

This information …

* Warns the reader about the dangers of high blood pressure
* Informs the reader about blood pressure
* Instructs the reader on how to use a blood pressure device

## Worksheet 2

## Complete an incident report

Imagine there has been an accident or incident at your workplace that needs to be recorded in writing.

Use the form on the next page to fill in your details and describe what happened. Pretend that you are the injured person. The witness can be someone you know or someone you have made up.

You may use the ideas below or describe and incident or accident from your own experience at work. The incident or accident can be real or imagined, for example:

* You slip on a wet floor and sprain your ankle
* An electric fire starts in the kitchen and you burn your hand
* You hurt your back while lifting a client

### Sunny Services

### Accident/Incident Report

**Person completing this form**:

**Incident date:**

**Time:**

**Date completed:**

Number (office use only):

**Location:**

**Parties involved:**

**Client**

**Employees**

**Incident reported to** (manager/coordinator):

**Accident / incident summary**

If there was an injury, which part of the body was affected?

**Write a summary of the incident:**

## Worksheet 3

## Following instructions

Use the information from the poster on the following page to answer the following questions.

Question 1: Select an answer

For a person suffering from a mild to moderate allergic reaction caused by a bee sting, what is the first thing you would you do?

* Give (administer) the EpiPen
* Flick out the sting
* Quickly phone a member of the family

Question 2: Select an answer

Someone is suffering from a severe allergic reaction. You administer an EpiPen. What is the step after pulling off the blue safety cap?

* Form a fist around the EpiPen
* Push down hard until you hear a click
* Place the orange end against their thigh

Question 3: Select an answer

A client with a history of anaphylaxis complains that their tongue is beginning to swell. What is the first thing the poster advises you to do?

* Lay them flat
* Phone an ambulance
* Stay with the person and call for help



## Worksheet 4

## Fill in a personal budget

James lives in a house supported by Sunny Services. Part of your role is to record the cash he has on hand. This includes money he withdraws from the bank, any other cash income and everything he spends. This supports James to track and manage his personal budget.

Record how much James has on hand during December 2015 on the Personal Budget Record.

* 1st December, withdrew $200 dollars from his bank account – this transaction is already recorded
* 3rd December, spent $65.50 on clothing
* 4th December, bought groceries $78.30
* 6th December, went to the pool, $6.40 return bus ticket, $3.50 entry
* 11th December, bought groceries $45.65
* 12th December, sold a second hand radio for $10
* 14th December, paid for lunch $22.00
* 18th December, went to city, $6.40 return bus ticket, $4.50 coffee

When you have entered all the transactions, calculate the totals at the bottom of the page. You may use a calculator for this activity.

### Sunny Services

### Resident Personal Budget

Attach all receipts in date order to this record at the end of the month

| Date | Amount In | Amount Out | Balance | Details | Receipt | Staff Name | Signature |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Cash on hand |  |  | Money spent for  Income received from |  |  |  |
| 1/12/15 | $28.00 |  | $28.00 | Balance brought forward |  | Jill Lambert | J. Lambert |
| 1/12/15 | $200.00 |  | $228.00 | Withdrawal from bank |  | Jill Lambert | J. Lambert |
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| Totals |  |  |  |  |  |  |  |

## Worksheet 5

## Understand and fill in a timesheet

Look at the timesheet on the opposite page to complete the following questions and activities.

Question 1: What is the purpose of this document?

Question 2: How many hours did Christina work on 12 November?

Question 3: How many regular hours did Christina work over the period 10-16 November?

Question 4: Why does the supervisor need to sign the form?

Complete the time sheet on the opposite page, using the following information. Note that hours worked between 9.00 am and 5.00 pm are regular. All hours outside those times are overtime hours.

* On 17 November, Christina started work at 9.30 am and finished at 1.00 pm.
* On 18, 19 and 20 November, Christina started work at 2.00 pm and worked until 5.30 pm.
* The following day, Christina started work at 8.30 am and finished at 1.00 pm.

Question 5: How many overtime hours did Christine work for the period 10-21 November?

Question 6: How many regular hours did Christina work for that period?

Question 7: Christina is paid $20 per hour for each regular hour and an extra $5 per hour for overtime hours. What was her total pay for the period covered by this time sheet?

### Sunny Services

### Time Sheet

| Name | Christina De Souza | | | | Week starting | | | | 10 November, 2015 | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job role | Casual support worker | | | | Employee number | | | | | 7061 |
| Date | | Start time | | End time | | Regular hours | | | | Overtime hours |
| 10/11/15 | | 09:00 | | 12:00 | | 3 | | | |  |
| 11/11/15 | | 09:00 | | 13:00 | | 4 | | | |  |
| 12/11/15 | | 09:00 | | 12:00 | | 3 | | | |  |
| 13/11/15 | | 13:00 | | 16:00 | | 3 | | | |  |
| 16/11/15 | | 17:00 | | 19:30 | |  | | | | 2.5 |
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| Total Hours | | | | | |  | | | |  |
| Employee signature | | |  | | | | Date |  | | |
| Supervisor signature | | |  | | | | Date |  | | |

\*Any date after the 21/11/2015 is acceptable